### Tax Year 2002

## INSTRUCTIONS FOR COMPLETION OF DECLARATION-VOUCHER

- 1. Fill out the worksheet to figure your estimated tax for 2002.
- Enter one-fourth (1/4) of Line 8, of the worksheet, on amount of installment line of the voucher.
- If requested on AR1000 the overpayment from last year will be credited to your estimated tax for this year. The overpayment will be credited to the primary social security number on Form AR1000 or AR1000NR.
- Attach to the voucher your check or money order payable to the Department of Finance and Administration.
- 5. Be sure to write your Social Security Number on your check or money order.

#### **FISCAL YEAR**

If your return is on a fiscal year basis, change calendar year dates to correspond with the fifteenth (15<sup>th</sup>) day of the fifth (5<sup>th</sup>), sixth (6<sup>th</sup>), and ninth (9<sup>th</sup>) months of your fiscal year, and the first (1<sup>st</sup>) month of your succeeding fiscal year.

#### EXTENSION PAYMENT - Due May 15th, 2003

Included with vouchers #1, #2, #3 and #4 is voucher #5 to be used for making your payment with an extension for tax year 2002. A payment made with this voucher will not be included as an estimated payment for calculating underestimate penalty. It must be attached to a copy of a Federal Extension Form 4868 or Arkansas Extension Form 1055.

# WHO MUST FILE A DECLARATION OF ESTIMATED TAX

Every taxpayer subject to the Income Tax Act of 1987, as amended, shall make and file with the Department of Finance and Administration a declaration of the estimated tax for the income year if such taxpayer can reasonably expect their estimated tax to be more than one thousand dollars (\$1,000).

Exception: Individuals whose income from farming for the income year can reasonably be expected to amount to at least two thirds (2/3) of the total gross income from all sources for the income year, may file such declaration and pay the estimated tax on or before the fifteenth (15th) day of the second (2nd) month after the close of the income year. In lieu of filing any declaration, you may file an income tax return and pay the full amount of tax on or before the fifteenth (15th) day of the third (3rd) month after the close of the income year.

#### **UNDERESTIMATE OF TAX**

A taxpayer who makes a declaration of estimated tax for the income year shall estimate an amount not less than ninety percent (90%) of the amount actually due. If a taxpayer fails to make a declaration of estimated tax and pay on the quarterly due date the equivalent to at least ninety percent (90%) of the amount actually due, a penalty of ten percent (10%) per annum shall be added to the amount of the underestimate. The ten percent (10%) per annum penalty will be

applied on a quarterly basis. A taxpayer who has an uneven income may compute the ten percent (10%) penalty on an annualized basis. The underestimate penalty is computed on the lesser of the current year's tax liability or the previous year's tax liability.

## WHEN TO FILE YOUR DECLARATION OF ESTIMATED TAX

- Calendar year filers shall file their declaration of estimated tax on or before May 15 of the income year.
- 2. Fiscal year filers shall file their declaration of estimated tax on or before the fifteenth (15th) day of the fifth (5th) month on the income year with the subsequent payments being made on a quarterly installment basis.

## WHERE TO FILE YOUR DECLARATION OF ESTIMATED TAX

Mail your declaration of estimated tax and subsequent payment with voucher to the following address:

Department of Finance and Administration Income Tax Section P.O. Box 9941 Little Rock, AR 72203-9941

Make checks or money orders payable to Department of Finance and Administration

#### **HOW TO COMPUTE ESTIMATED TAX**

For your convenience a worksheet is furnished on the reverse side of these instructions to aid you in computing your estimated tax for 2002. To properly complete the worksheet you must make an actual estimate of your income, deductions and credits for 2002. You should consider all available facts that will affect items during the year. It may be helpful to use last year's income and deductions as a starting point, making suitable adjustments for 2002.

#### **IMPORTANT NOTICE**

If further instructions are needed, please contact:

- 1. Phone (501) 682-1100, or
- Come by our office, Room 111, Joel Y. Ledbettter Building, 7<sup>th</sup> and Wolfe, Little Rock, AR, or
- Write us at P.O. Box 3628, Little Rock, AR 72203-3628.

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PLE	● City, State and Zip Co	de					•\$

A	R1000ES	State of Arkansas Individual Income Tax P. O. Box 9941 Little Rock, AR 72203-9941	DECI Vou	ndar Year D LARATION C ICher for Year Ending: •	OF ESTIN	ATED TAX	Jan 15 4  Year
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A	R1000ES	State of Arkansas Individual Income Tax P. O. Box 9941 Little Rock, AR 72203-9941	Vou	ENT WITH Cher for ear Ending: •_			<b>5</b>
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